



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

Private Bag X9137, Pietermaritzburg, 3200  
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201  
Tel: 033 846 5524/5418

Chief Directorate: Supply Chain Management

Enquiries: Mr M Mlangeni

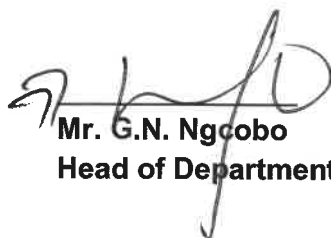
**Attention:** Deputy Directors General  
Chief Directors  
Head Office Directors and Staff  
District Directors and Staff  
  
Circuit and Ward Directors  
  
Head of Institutions  
  
Principals of Schools

### **SUPPLY CHAIN MANAGEMENT CIRCULAR NO. 05 OF 2025 - SUPPLY CHAIN MANAGEMENT LEAD TIMES**

1. It is requested that the contents of this Supply Chain Management (SCM) Circular be brought to the attention of all relevant officials.
2. The Department has issued SCM Lead Times Circulars in the past, and these were distributed throughout the Department. Regrettably, all lead times prescribed in the said circulars are persistently not being adhered to, consequently, jeopardizing SCM processes and resulting in irregular expenditure.
3. In addition, the Auditor General has raised issues around inadequate SCM controls which have resulted in some of the following non-compliance issues:
  - a. Quotations awarded to suppliers whose tax matter are not in order.
  - b. Insufficient time given to suppliers to respond to quotation requests.
  - c. Awards being made to suppliers who have not properly completed SBD's.
  - d. Incorrect calculation of preference points. etc.
4. One of the main contributing factors to the above is persistent non-adherence to prescribed SCM Lead Times which results in SCM not being afforded sufficient time to adhere to all procurement prescripts. Very often, the non-adherence to reasonable lead times is also the primary cause of procurement delays.
5. To avoid the above, the following SCM Lead Times must be adhered to at all times:

- a. A lead time of **Twenty (20) Working Days** is required for procurement of general goods/services.
  - b. A lead time of **Thirty (30) Days** is required for procurement of assets, equipment and infrastructure projects.
6. Failure to comply with lead times prescribed above will result in non-approval of EF72's by the Chief Financial Officer and the Head of Department. All late EF72's must be accompanied by written approval from the Head of Department to CFO and SCM to process the late EF72's and this must include an undertaking from the relevant Responsibility Manager that they take responsibility for any Irregular Expenditure incurred as a result of EF72's submitted in violation of SCM Lead Times.
7. You are further advised that all EF72's must also be accompanied by duly **approved procurement plans** when submitted to the Chief Financial Officer and Head of Department for approval, failing which such will not be approved and will be returned to the relevant unit.
8. All EF72's must include budget confirmation and budget codes from the **Budget Office** before they are submitted to Chief Financial Officer and Head of Department for approval. EF72's submitted without budget confirmation and budget codes will not be approved and will be referred back to the relevant units.
9. Please also note that all purchase orders issued by Supply Chain Management (SCM) will be valid for 30 calendar days from the date of issuance.
10. If goods or services are not delivered within that 30-day period, the order will be reviewed to determine whether it should be cancelled or whether there are valid reasons to extend it. End-users must monitor the status of their orders and advise SCM promptly if delivery will not be completed within 30 days.
  - They must submit, in writing, any request for extension to SCM with a proposed new delivery date.
11. This circular is effective immediately.

Yours sincerely,



Mr. G.N. Ngcobo  
Head of Department: Education

18/9/2025  
Date